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| Position Title | Senior HR Business Partner      |
| Location       | Burnaby, BC                     |
| Reports to     | Vice President, Human Resources |

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## Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a leading global provider of biogas upgrading systems that are helping decarbonize natural gas. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. With over 30 years industry experience, patented proprietary technology, and over 125 biogas upgrading systems sold into 19 countries worldwide, including the world's largest biogas upgrading facility, Greenlane is inspired by a commitment to helping waste producers, gas utilities or project developers turn a low-value product into a high-value renewable resource. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

If you are passionate about joining a collaborative, growth-minded team to evolve a dynamic business in a new and fast emerging sector of the global renewable energy industry this may be the role for you! We are looking for a seasoned and culture focused Senior HR Business Partner to partner with our teams across the business.

## Duties & Responsibilities:

- Responsible for full-cycle recruiting including onboarding and orientation.
- Partner with global hiring managers on day to day matters relating to recruitment, workforce planning, training and development, performance management and other matters relating to HR operations.
- Source candidates for specialized roles and develop a robust talent pipeline.
- Assist in determining workforce requirements that align with the company's growth plans.
- Drive operational excellence and efficiency in HR processes to enable the organization to hire and develop talent at scale and consistent with Greenlane's values.
- Initiate and facilitate change management within a rapid and complex changing work environment.
- Lead the on-boarding and integration of new employees, including assisting managers with the preparation of new hire training plans.
- Assist with the annual employee compensation program, including the completion of salary surveys.
- Assess training and development needs and develop actionable training plans.
- Coordinate and lead the performance management process.
- Provide day-to-day support to employees on all human resources matters.
- Support human resources initiatives, projects and programs.

## Education & Experience:

- Bachelor's Degree with 7+ years of related experience, or equivalent education and experience.
- CPHR designation is an asset.
- A minimum of 3 years HR experience in a high tech growth environment.
- Significant experience in all aspects of full-cycle recruitment in a high growth environment.
- Ability to partner with hiring managers to collaborate and resolve matters relating to HR operations.
- Ability to work under pressure and stay focused and calm in a fast-paced growth environment.
- Strong communication and organization skills, with a keen eye for detail.



- Demonstrated success maintaining positive interpersonal relationships which encourage openness with team members using exceptional influencing and collaboration skills.
- Strong work ethic and the ability to provide exceptional teamwork in order to fully support internal teams.
- Great attitude, personable, courteous and a great team player.
- Can-do, positive, practical and proactive attitude, and capable of working independently with minimal supervision.

**How to Apply:**

We are an equal opportunity employer and invite applications from all qualified individuals. To apply for this opportunity please send your resume and cover letter via LinkedIn Recruiter or [hr@greenlanebiogas.com](mailto:hr@greenlanebiogas.com) with Senior HR Business Partner in the subject line. While we thank all interested candidates only those who are short-listed will be contacted.